

## Information Technology Board

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### September 3, 2015 Meeting Minutes

10:00 am – 12:00 pm  
State Capitol, room 152

<i>Attendees</i>	
<i>Meeting Chairperson: Sheila Hogan</i>	
<b>Ken Bailey</b>	<b>OPI</b>
<b>Ron Baldwin</b>	<b>State CIO</b>
<b>Tim Bottenfield</b>	<b>DOR</b>
<b>Joe Chapman</b>	<b>DOJ</b>
<b>Carrie Davant</b>	<b>DNRC</b>
<b>Mike Kadas</b>	<b>DOR</b>
<b>George Parisot</b>	<b>DLI</b>
<b>Jenny Stapp</b>	<b>State Librarian</b>
<b>Jackie Thiel</b>	<b>DPHHS</b>
<i>Meeting Minutes Recorded by: Hannah Subry</i>	

#### **Meeting Guests**

Becki Kolenberg, MI; Audrey Hinman, SITSD; Jim Gietzen, OPI; Greg Snortland, MI; Lynne Pizzini, SITSD

#### **Call to Order and Introductions**

Sheila Hogan welcomed the board and guests.

#### **Approval of Minutes**

June 16, 2015 minutes were approved and accepted as written.

#### **Updates from the CIO, Ron Baldwin**

##### **eGov Council**

The responsibilities of the eGov Council now fall under the Information Technology Board. ITMC has formed an eGovernment workgroup that will focus on collaboration in releasing a new RFP. Over 300 services have been developed, supported and hosted by the current vendor, Montana Interactive (MI).

##### **Montana Interactive (MI) Report Overview, Becki Kolenberg**

MI tracks non-monetary vs. monetary transactions, web visits and money flowing through the State's payment processor. There have been 2.3 million non-monetary transactions and 3.2 million monetary transactions since January 2015. The overall number of visits to the State's eGovernment services exceeded 3.5 million. Funds of over \$270 million have been collected for the statutory/rules. The overall intent of this contract is to provide eGovernment services in partnership with the State, counties and cities. Most of the 300 services were developed at no cost to the agencies. There has been a savings of \$13.1 million.

There are 102 ePass services available, 47 were developed by MI and 55 were developed by contractors or agencies. An over-the-counter payment processing solution allows for electronic payments. In six months alone, there have been 12 new instances of this service.

There are no issues with local governments wanting to use the State's payment portal. MI is reaching out to counties that are not yet it. MI charges one dollar per transaction. The customer can decide how fees are handled.

#### **IT Infrastructure Program, Ron Baldwin**

Lynne Pizzini is working on a plan that will be released in October. It will be a five-year road map for technology for our enterprise platforms, network technology, mobile technology, and security. This plan will co-exist with the State's Strategic IT Plan. Agency input is being built up through ITMC. SITSD will present a draft to ITMC and have that council read and comment on the report.

#### **Enterprise Content Manager (ECM)**

Director Sheila Hogan and CIO Ron Baldwin will submit the ECM contract, once approved, to the Budget Office for final approval. Audrey Hinman will be working on the migration plan. The enterprise architecture for the enterprise implementation has been finalized.

The project is to focus on the FileNet migration. SITSD will minimize the time that two systems are used due to cost. The maintenance contract expires on June 30, 2016. There will be quarterly updates to ITMC and ITB.

FileNet Enterprise Licensing rates dropped \$250 per user per year and will be available in the Service Catalog. A tool will be created for monitoring the licensing. Agencies will use Perceptive software to do an assessment. The assessment will include looking into records, systems, case management, and documents. A report will then be issued suggesting how to move forward with the technology. Lexmark is willing to meet with agencies and once the migration is completed, SITSD will also be able to assist.

#### **IT Volume 10 Presentation, Ron Baldwin**

The Information Technology Enterprise Financial Work Group has reconvened and will be meeting regularly. Volume 10 will contain IT spending for the State of Montana and will be presented as a separate volume in Governor Bullock's budget session. CIO's and their financial managers are welcome to attend these meetings. In the next session, the goal is to look at IT expenses across the agencies in a governance forum.

**Action:** Ron Baldwin encourages the council to read the Performance Audit on Rates (a blue book) published by the Legislative Audit Division.

The audit accepted the rates, rate structure and the financial transparency model. The recommendation is to ensure that the services are affordable and are being used by the agencies. There must be a consensus from this board that a service is actually needed.

#### **Current Top Five Initiatives, Ron Baldwin**

The Information Security Advisory Council (MT-ISAC) was formed by Lynne Pizzini and Joe Frohlich, and appointed by Governor Bullock. Representation includes local government, state government,

Universities, General Quinn, and two legislators, Senator Mark Blasdel and Representative Kelly McCarthy.

The upcoming Government IT Conference is scheduled for the second week of December at the Red Lion Colonial Hotel. The next ITB meeting will be held at the IT Conference during that week. The registration fee for the conference will be waived for all members who attend the ITB meeting.

SITSD is working on the Service Catalog. The Service Catalog is being built into a self-service portal. There will be a demonstration at the next board meeting. It will provide cloud-based access to SITSD's services. Agencies will be able to do self-service, provisioning, and de-provisioning of services on demand. Audrey Hinman is working on the portal aspects. Behind the scenes is a VMware product called VRealize, which is being used to virtualize and provide disaster recovery on continuity for the entire enterprise platform.

SITSD has many agencies occupying floor space in the SITSD data center. Over the last 18 months agencies are making the move to the enterprise platform.

#### **ISAC Update, Lynne Pizzini**

The MT-ISAC council was developed by Executive Order on June 12, 2015. Official appointments were made on August 7, 2015. A planning meeting on July 15, 2015 began the development of operating procedures, along with goals and objectives. The first official meeting was held August 19, 2015. The operating procedures were approved and the goals and objectives should be finalized in September.

Updates were presented for the Enterprise Statewide Policies. There was additional work groups formed at the first council meeting. Those work groups are going to wait until after the goals and objectives are finalized. The Situational Awareness Work Group, chaired by Bryan Costigan of DOJ, has been identified as a group that will establish processes for communication for cyber security information. Homeland Security is sponsoring an all-day training session on November 3, 2015 for the Cyber Security Training event.

The State of Montana adopted and developed its policies in accordance with the National Institute of Standards and Technology (NIST) security standards. In 2014, there was an update to the NIST standards and the cyber security framework. The SITSD policies were updated in accordance with those new standards.

#### **Open Forum**

None

#### **Member Comment**

Ron Baldwin has moved 50 SITSD staff out of the Federal Reserve Bank and into the C wing of the Cogswell Building, for a savings of \$100,000 a year.

#### **Public Comment**

None

#### **Adjournment**

11:20 am

#### **Next Meeting Information:**

**Date:** December 8, 2015

**Time:** 10:00 am – 12:00 pm

**Location:** Red Lion Colonial Inn, Natatorium Room

***Meeting minutes completed by: Hannah Subry***

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